## PIPPIN HILL FARM

& vineyards

# EVENTS TRANSPORTATION PROTOCOL PACKET

Pippin Hill Farm & Vineyards, nestled in the foothills of the Blue Ridge Mountains, is 15 minutes from Charlottesville, VA. Because of our protected rural location, we request group transportation for all events over 125 guests.



# **Recommended Transportation Companies**

#### **A&A LIMOUSINE**

LOCATED: Charlottesville, VA PHONE: 434.975.5466

PRICE: \$148++ per hour with a 5 hour minimum aandalimo.com

#### ALBEMARLE LIMO

LOCATED: Charlottesville, VA PHONE: 434.531.5802

PRICE: \$190++ per hour for an 8 hour time frame albemarlelimousine.com

## AMBASSADOR LIMOUSINE

LOCATED: Charlottesville, VA PHONE: 434.973.5466

PRICE: \$156++ per hour with a 5 hour minimum ambassadorlimos.com

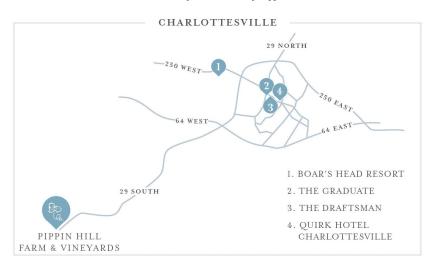
## MONTICELLO WINE TOUR & COACH CO.

LOCATED: Charlottesville, VA PHONE: 434.260.7143

PRICE: Inquire for specifics on coaches and cost monticellowinetour.com

## **Recommended Hotels**

Within a Half-hour's Drive of Pippin Hill



### **BOAR'S HEAD RESORT**

200 Ednam Drive Charlottesville, VA 22903 888. 249.0751 boarsheadresort.com

### THE GRADUATE

1309 W Main Street Charlottesville, VA 22903 434.295.4333 graduatehotels.com/charlottesville

## THE DRAFTSMAN

1106 W Main Street Charlottesville, VA 22903 434.984.8000 thedraftsmanhotel.com

## QUIRK HOTEL CHARLOTTESVILLE

499 W Main Street Charlottesville, VA 22903 434.729.1234 destinationhotels.com/quirk-charlottesville

# Sample Transportation Timeline

Weddings and Private Events at Pippin Hill have exclusive use of the event space from 5:30 pm - 11:30 pm. Below is a sample transportation timeline based on a guest count of 150 people, three 47-passenger Motor Coaches, and room blocks at three Charlottesville hotels.

We have anticipated that 25 rooms have been booked at the Boar's Head Resort, 25 rooms at The Draftsman, and 25 rooms at The Graduate.

## TRANSPORTATION TIMELINE

#### MOTOR COACH 1

The Boar's Head Inn

5:20 pm — Depart the Boar's Head Inn for Pippin Hill (~16 min)
5:35 pm — Arrive at Pippin Hill

#### MOTOR COACH 3

The Draftsman

5:20 pm — Depart The Draftsman for Pippin Hill (~23 min) 5:45 pm — Arrive at Pippin Hill

## MOTOR COACH 2

The Graduate

5:20 pm — Depart The Graduate for Pippin Hill (~20 min)
5:40 pm — Arrive at Pippin Hill

#### MOTOR COACH 4

Quirk Hotel Charlottesville

5:20 pm — Depart Quirk Hotel Charlottesville for Pippin Hill (~20 min)
5:45 pm — Arrive at Pippin Hill

# Transportation Managers

We recommend that clients hire local transportation managers through their event planner for each booked Motor Coach. The transportation manager's responsibilities would include:

Greeting guests at hotels and being an "on board" guide during the transfer.

Texting the wedding planner when leaving the hotel for Pippin Hill.

While on bus, announcing to guests the shuttle departure times and ensuring no items are left behind.

Texting wedding planner when five minutes out from arriving at Pippin Hill.

Once guests are dropped at Pippin Hill, directing Motor Coach to the designated staging location.

Calling vehicles in advance of guest departure to bring them back to guest pick up location.

Departing with guests and texting the wedding planner when vehicle has made its final drop and is released.